

DEPARTMENT OF THE ARMY
HEADQUARTERS CARLISLE BARRACKS
CARLISLE, PENNSYLVANIA 17013

September 20, 2002

REPLY TO THE ATTENTION OF

Legal Assistance Office

SUBJECT: Policy Letter - Operating a Home-Based Business in
Government Quarters

1. Purpose. To notify government housing occupants of the guidelines to be followed when operating a business from home.
2. References.
 - a. AR 210-50, Ch. 3, §V - Commercial Endeavors in Government Family Housing.
 - b. AR 210-7 and CBKS 210-7 - Commercial Solicitation on Army Installations.
 - c. PL 99-145, 1985 S 1160, §806 - Employment Opportunities for Military Spouses.
3. Policy. In accordance with Section 806 of the Military Family Act of 1985 (PL 99-145), installation commanders are authorized and encouraged to permit limited commercial activities by family members in government-controlled family housing as a means of increasing their employment opportunities. The ability to engage in such activity may be limited by local laws in areas outside of the United States.
4. Establishment. Requests for permission to operate a business from government housing shall be submitted to the Housing Office, Directorate of Public Works, Building 39. The housing office will ensure that safety regulations, parking needs, and community tranquility considerations are satisfied and will forward the request to the installation commander's office for approval. In considering a request, the commander must consider licensing requirements and potential government

liabilities. Further, home enterprises that compete with MWR or AAFES services will not be approved.

Approval is granted on a yearly basis and notification will be sent directly to the requesting individual. Permission to operate a business from government housing does not constitute an endorsement by the federal government or the installation commander.

5. Operation. Structural changes to family housing are not authorized except for child care programs where adequate fire safety is required. In these instances, the costs of modification shall be borne by the appropriate housing authority. Otherwise, residents may make minor changes to government housing. The costs of these modifications are to be paid by the resident. Residents may additionally be required to pay for increases in utilities consumption associated with the operation of their businesses. These charges, however, if sufficiently minimal, may be waived at the discretion of the installation commander.

SAMPLE

Housing Office
Directorate of Public Works
U.S. Army Garrison
Carlisle Barracks, PA 17013

Dear Sir:

Please accept this letter as a request for approval of my home-based business at _____, Carlisle Barracks. My family and I will be assigned here until (month/year).

I would like to establish my assigned government quarters as an operating base for my business to (describe proposed business).

No more than ____ parked car(s) will remain in front of my house at any one time. My services will not be offered before ____ a.m. or after ____ p.m.

In order to accommodate my business, I will need to modify the quarters by (describe alterations). I understand that this will be done at my own expense and that I will need to restore the area to the condition in which I found it. I also realize that I will incur any additional cost of utilities caused by the operation of my business.

I will in no way solicit business from subordinates or pressure anyone to use my services.

Thank you for considering my request. If you have any questions or considerations I need to be made aware of, I can be contacted at (contact information).

Sincerely,

Applicant